

Administrative Order



Administrative Order No.: 1-1

Title: Administrative Orders

Ordered: 7/23/2002

Effective: 8/2/2002

AUTHORITY:

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter.

SUPERSEDES:

This administrative order supersedes previous Administrative Order 1-1, ordered and effective January 21, 1992.

POLICY:

The County Manager has the power to issue and place into effect administrative orders, rules, and regulations. Administrative orders establish operating methods and administrative policies and procedures, establish fees that departments charge to the public, and/or delineate organizational responsibilities for identified procedures. Generally, they should be of a relatively permanent nature. Department Directors are encouraged to submit proposed administrative orders which will improve management procedures.

RATIFICATION OF NEW ORDERS:

New or amended administrative orders are submitted by the County Manager to the Board of County Commissioners for approval.

MODIFICATION TO ORDERS:

Modification to orders may be offered from the Board of County Commissioners by resolution.

RESCISION OF PREVIOUS ORDERS:

Administrative orders may be rescinded by resolution of the Board of County Commissioners.

RESPONSIBILITY FOR UPDATES TO ORDERS:

Department Directors are responsible for the content of all administrative orders under their respective jurisdiction. Department Directors are required to prepare new administrative orders as directed by the Board of County Commissioners, and to review and update all administrative orders as necessary to ensure consistency with newly adopted legislation, policies and/or procedures. When preparing new or amended administrative orders, Department Directors should consult with other affected departments or agencies as needed.

MAINTENANCE OF ALL ORDERS:

The Clerk of the Board will maintain the official record of all administrative orders, including those amended or rescinded, in accordance with the requirements of the Florida Statutes. In addition, the Office of Performance Improvement will maintain copies of currently effective administrative orders, in hard copy and automated format, for reference.

PROCEDURE:

A Department Director who desires to prepare a new or to revise an existing administrative order should submit the proposed administrative order, including any attachments, along with a resolution and the County Manager's recommendation memorandum, to the Office of Performance Improvement (OPI). OPI will review the package of documents for appropriate format and consistency with approved legislation prior to finalization by the initiating department. OPI is responsible for forwarding all new, modified, or to-be rescinded administrative orders to the County Manager for final approval and submission to the Board of County Commissioners. The submitting department must allow sufficient time for OPI's review prior to the submission deadline for a particular Board of County Commissioners agenda.

This administrative order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

Steve Shiver
County Manager